

NAVRESREDCOMIDWEST 11103.3C
Code N4
16 Mar 01

NAVRESREDCOMIDWEST INSTRUCTION 11103.3C

Subj: COMMERCIAL/BQ BERTHING OF NAVAL RESERVE PERSONNEL

Ref: (a) COMNAVRESFOR P 4000.1

Encl: (1) Certificate of Eligibility for Commercial Berthing
(REDCOMIDWEST Form 11103/2)

1. Purpose. To provide procedures and policies for commercial or Bachelor Quarters (BQ) berthing of Naval Reservists performing multiple pay and non-pay drills.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 11103.3B.

3. Background. Per reference (a), this instruction provides procedures to ensure that only authorized Naval Selected Reservists (SELRES) use commercial berthing, and establishes policies and procedures for prohibiting waste and abuse of berthing funds.

4. Action. In addition to the information and guidance provided in reference (a), all Naval Reserve Activities within Readiness Command Midwest will comply with the following procedures and policies for administration of commercial/BQ berthing. Naval Reserve Activity commanding officers are tasked with the responsibility for determining the eligibility of assigned SELRES for commercial/BQ berthing and for the acquisition of the berthing.

a. Berthing Requests. Berthing requests by SELRES will be submitted to the Naval Reserve Activity Supply Department prior to 1600, Sunday of the drill weekend preceding the drill weekend that berthing is required. Naval Reserve Activities may use the RSTARS generated signature sheets, NAVRES Form 11103/1 (Berthing Signature Record), or a locally produced form to document berthing requests. Personnel not drilling at the Naval Reserve Activity the month prior to the berthing requirement may submit their requests by telephone. These requests must be received by the Supply Department by 1500 on the Wednesday preceding the drill weekend berthing is required. Berthing requirements which emerge after the preceding drill weekend due to changes in drill

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schedules will be submitted to the Supply Department no later than 1500 on the Wednesday prior to a regularly scheduled drill weekend for which berthing is required.

b. Cancellations. When SELRES are unable to perform scheduled drills, and have made a commitment for commercial/BQ berthing, it is their responsibility to notify the Supply Department that they will not require the berthing. This notification will be made no later than 1500 on the day the berthing is required during the workweek or 1500 on the last regular workday for berthing requirements on off weekends or holidays. Failure to occupy commercial/BQ berthing obtained for their use, or requests for berthing to be cancelled will result in probation for six months for the first occurrence and loss of berthing privileges for six months for another violation during the probationary period.

c. Berthing Usage. Using the berthing requests and cancellations, the Supply Department will use the NAVRES Form 11103/3 (Berthing Signature Record), or locally generated signature sheets to compile a list of personnel requiring berthing on a specific date. These documents will be forwarded to the berthing establishment for their use in determining eligible personnel and to document usage of commercial/BQ berthing. Hotel/motel or BQ registration receipts can also be used to document usage. These documents are to be signed by personnel assigned to berthing upon occupancy of the room, and the completed documents returned by the hotel/motel or BQ to the Supply Department along with their invoice. Prior to payment of the invoice, the Supply Department will ensure that the invoices received from the hotel/motel or BQ agree with the services provided and the prices agreed upon. Charges shall not include telephone calls, meals, beverages or other lodging services.

d. Room Occupancy. Rooms are to be double occupancy for commercial berthing with the officer and enlisted personnel separations as listed in reference (a), Section V, para 5206(b)(4). SELRES performing scheduled drills that elect to bring their spouse/guest are NOT authorized to occupy government provided berthing (commercial or BQ), unless the spouse is also a Naval Reservist performing scheduled drills during the same period.

e. Reimbursement Action. Reimbursement action will be taken against personnel who have been furnished government lodging without meeting eligibility requirements, and for claims

against the Navy resulting from damage due to negligence or misconduct during commercial/BQ berthing occupancy. Procedures for reimbursement will be in accordance with reference (a), Section V. If inclement weather, illness, or physical disqualification occurs, and the active duty commander/CO terminates the drill, thus precluding completion of the required IDT, reimbursement will not be collected. When drill schedule or transportation requirements preclude performance of the entire 8 hours of drill on the following day, the individual will not be held liable for reimbursement to the government.

f. Exceptions to the Berthing policy

(1) If inclement weather, illness, physical disqualification, or other foreseen events occur and the active duty Commander/CO terminates the drill, before completing required IDT, reimbursement will not be collected from members. Written certification of drill(s) cancellation must be on file with retained records.

(2) Naval Reserve Activity COs have the discretion to permit contract berthing when issues of a Reservist's safety are involved. Written authorization of extended berthing privileges must be on file with retained records, (such as late night duty requirements, etc.). COs must use sound judgement in evaluating the circumstances when authorizing/providing contract berthing. Nonjudicious authorization of additional contract berthing will unnecessarily increase contract berthing expenditures.

g. Eligibility certification. Annually all SELRES personnel will certify their berthing eligibility utilizing enclosure (1). The RESCEN supply department will retain enclosure (1) for a period of one (1) year, or until a new eligibility certification form is completed by the member.

h. Berthing Controls. Reference (a) states that Naval Reserve Activities will develop procedures to ensure that only entitled Naval Reservists are authorized to use commercial berthing/BQ. The most efficient means of accomplishing this is reviewing the NSIPS generated IDT History Review and IDT Unit Summary reports. Personnel that are identified to have utilized

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commercial berthing/BQ but did not meet the minimum drill requirements will have collection procedures initiated against them as outlined in reference (a) paragraph 5205 b(4).

/s/
L. J. LANG
Deputy

Distribution:
NAVRESREDCOMMIDWESTINST 5605.1V
List D (RESCENS)

CERTIFICATE OF ELIGIBILITY FOR COMERCIAL BERTHING

NAME/RANK: _____ SSN: _____

UNIT ASSIGNED: _____ DRILL SITE: _____

HOME ADDRESS: _____

Ref: (A) COMNAVRESFORINST P4000.1
(B) NAVRESREDCOMMIDWESTINST 11103.3C

REQUIREMENTS FOR ELIGIBILITY OF GOVERNMENT PROVIDED COMMERCIAL BERTHING:

- RESIDE 50 MILES OR MORE DRIVING DISTANCE FROM THE PERMANENT DRILLSITE.
- MEMBER MUST BE PERFORMING SCHEDULED DRILLS (MINIMUM OF 8 HOURS OF TRAINING EXCLUSIVE OF MEAL PERIOD) ON THE DAY BEFORE OR THE DAY FOLLOWING USE OF COMMERCIAL BERTHING.
- THE NAVY WILL PAY FOR THE COST OF THE ROOM ONLY. ALL OTHER CHARGES MUST BE PAID UPON CHECK OUT.
- IF RESIDENCE IS CHANGED THE SUPPLY OFFICE MUST BE NOTIFIED IMMEDIATELY AND A NEW CERTIFICATION SHEET MUST BE COMPLETED.

I ACKNOWLEDGE AND AGREE TO COMPLY WITH THE BERTHING REQUIREMENTS AS DETAILED IN REFERENCES (A) AND (B) AND SUMMARIZED ABOVE.

MEMBER SIGNATURE: _____ DATE: _____